

Practice Manager

An exciting position has become available within a well-established franchise network that covers the UK with 15 offices. As an experienced Practice Manager in High Wycombe, working closely with the directors. The successful candidate will work Monday to Friday.

The salary dependant on experience.

The role is office based with the office hours being 9am to 5:30pm and 1-hour for lunch.

Leading from the front, you will have a hands-on role, and be expected to focus on customer retention and business development within the office and the wider network, whilst proactively seeking potential opportunities to build the client base along with a willingness to undertake assignments when necessary.

Role Requirements

- Minimum 5 years of post-qualified experience in a practice environment.
- Qualified accountant (AAT, ACCA, ACA, CIMA will be considered for those with recent accountancy practice experience)
- Previous managerial or supervisory experience is necessary for this position
- Planning, undertaking, supervising, and reviewing assignments
- Excellent and up to date technical accounting and tax skills
- Excellent communicator with good verbal and written English skills. With the ability to display the interpersonal skills to interact with a varied client portfolio
- A focus on customer care and customer retention.
- Work closely with the directors and the management skills to mentor and supervise the team
- Organised and proactive with good attention to detail.
- Experience with Dext, Xero and IRIS essential (other accounting software experience is beneficial)
- Must have a “can do” attitude
- A current and up to date practice certificate would be advantageous.

Role Responsibilities

- Taking a proactive approach to identifying and resolving any issues.
- Workflow planning and overall management of day-to-day business activities.
- Preparing working papers and annual accounts for sole traders, partnerships, and owner managed SMEs.
- Prepare statutory accounts in accordance with UK FRS 105 and FRS 102.
- Prepare corporation tax returns for our clients with small-sized companies
- Driving business growth
- Personal and business tax computations alongside tax planning and remuneration planning for SMEs.
- Managing a growing team
- File reviews
- Review VAT returns and submissions.
- Review payroll produced by junior team members.
- Preparing management accounts with commentary for clients.
- Liaise with HMRC on behalf of clients where necessary.

- Work confidently with various accounting and computer packages such as Xero, QuickBooks, IRIS and Sage.
- Supervise and train junior members of the team.
- Client relationship management.
- Working closely with clients and providing them with advice to ensure that they are running their businesses efficiently and profitably is key to how our business operates.
- You should have experience of advising accounting and non-accounting people.

Company

TFMC take the burden of looking after the financial side of things away from their customers thus enabling them to devote their time and attention to running and growing their business.

The Financial Management Centre have supported and delivered a passionate and professional service to thousands of SME's over the last 10 years and have exciting plans to grow the network and continue to deliver an innovative solution to their customers.

Why should you apply?

- The chance to join a fantastic network of accountants with exciting growth plans.
- Have significant responsibility and autonomy within a progressive practice
- Be part of the future by helping to grow and develop the business
- Company pension scheme
- Free on-site car parking.
- Health cash plan.

Covid-19 Considerations

To keep the team safe, the offices are currently open with reduced numbers. The offices have a substantial office with sufficient space to operate with social distancing in place.

For more information send your CV to us at info@tfmcentre.co.uk

No agencies please